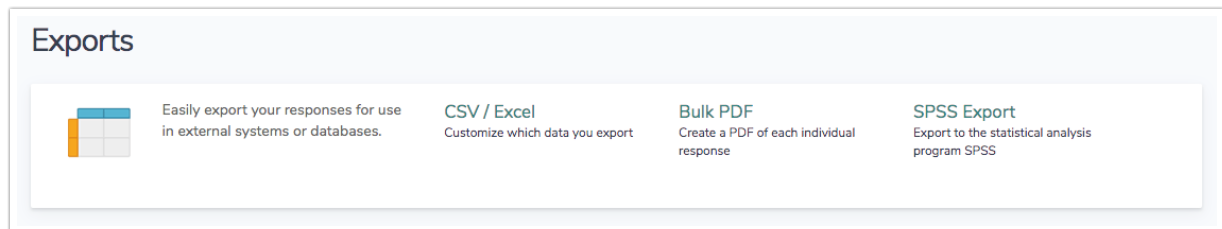# Export Raw Data to Excel

This article explains how to export data from Alchemer Survey, if you are looking for direction on exporting survey response data from Alchemer Workflow, refer to this article.

To export your raw data, go to the **Results > Exports**. Click **CSV/Excel**.

Choose from the below display options:

- **Include Email Invitation & Contact Fields** will add columns to the export populated with any information you passed through your email campaigns or custom contact fields.
- **Include URL Variables** will add a column for each unique URL variable that you've passed along with your data.
- **Include Survey Campaign Data** will show you a column with the name of the link used to access the survey.
- **Include Action Data** will show additional information about the ExactTarget, Salesforce or Google Spreadsheet actions that will help with troubleshooting actions firing in bulk. At this time, the ExactTarget, Salesforce or Google Spreadsheet actions whose data you can include in exports.
- **Include Sentiment Score Data** - If a question is compatible with Sentiment Analysis, a **Sentiment** column will be included directly after the question, within your export file.

If you wish to download your data straightaway, without making any customizations click **Download All Data Now!** This will create an export of your data with all the default options selected.

If you prefer to make customizations, e.g. which questions to include, filters, column header format, etc., click the Create Export button.

This will take you first to the export settings where you can customize the questions included, filters and other settings.

General Tab

On the General tab, you can choose which data fields you would like to include by selecting the checkbox in the **Active** column. Remove items by clicking the X next to each element. Reorder these items by clicking and dragging the arrows next to each element.

Click **Add Element** at the bottom of this screen to add additional elements.

Settings Tab

On the Settings tab you have several options:

Header Format: By default the column headers for your survey questions will display the question title in as the column header.
You can select to display either the **question number** or **question ID** before the question title.

Miscellaneous Options:

- **Hide disabled answer options** - *enabled by default* - prevents disabled answer options from displaying within the CSV/Excel Export.
- **Hide empty columns** - *disabled by default* - columns that contain no data are removed from the CSV/Excel Export.

Show Checkboxes as:

- Multiple Columns - this will export a field or column per checkbox answer.
- Single Column - This will export a single field or column with all selected answers in that field comma separated.

Include Additional Fields: Many of these are the same as the options that are available when you initially create the export but you can toggle them here to update the export as needed.

- **Include Email Invitation & Contact Fields** will add columns to the export populated with any information you passed through your email campaigns or custom contact fields.
- **Include URL Variables** will add a column for each unique URL variable that you've passed along with your data.
- **Include Survey Campaign Data** will show you a column with the name of the link used to access the survey.
- **Include Data Piped from Text Fields** is *enabled by default*. This will include data created when piping from text fields. This option is available for exports that will not run due to the inordinate number of fields that may be created when piping from text fields. Uncheck this option if your export will not finish.
- **Edit Links** will include a column in your export with an edit link for each response.

Filter Tab

On the filter tab, you can filter by a number of different options, as well as just about any question in your survey!

Response Status

Complete and Test responses are included by default. You can modify it to include Disqualified and Partial responses.

> Partial Responses **cannot** be exported on the Collaborator License type.

Date Range

Filtering reports and exports by a specific date range is a popular application of filters. You could set your report to filter by a specific range such as 12/1/2013 through 12/31/2013 (which would give you data between those dates).

You can also filter by a specific frequency of time such as -1 week, or -1 month. This means whenever you re-run your data, it would give you the latest week or months data.

The -x days/weeks/months etc. are based on the time you run the report. If you wish to include the entire day you'll add a time to your -x days filter. For example, if you wish to receive the complete list of responses from the last seven days, not including responses from today, the following filter would achieve this:

Only show responses collected between

| -7 days 12:01 AM | and | -1 days 11:59 PM |

Example: **10/30/2014 12:00 PM** *or* **-10 days** (relative to today)

Valid Date Formats for Filtering

- 4/10/2014
- 04/10/2014
- 4/10/2014 2:14 pm
- 4/10/2014 23:59
- 10 April 2014
- +/-1 weeks, days, hours, minutes
- next/last Monday
- now

Quarantined Responses

If you used the Data Cleaning Tool to clean and quarantine poor-quality responses they will be filtered out of your export by default. Check this option to add quarantined responses back to your export.

Response IDs

Using both the Include Response IDs and the Exclude Response IDs fields you can filter to include or exclude specific response IDs.

By IP Address

This allows you to remove duplicate responses that were recorded from the same IP address. You can either keep the newest or oldest response.

Filter by Campaign

If you have multiple share links (email campaigns, embeds, default web links, etc), you can filter by specific links.

Filter Rules

This option allows you to filter by specific questions in your survey. You can also filter based on geodata, URL variables, and email campaign contact data.

Share Tab

On the Share tab, you can create an external link to the export. This link can be sent to analysts and clients. When clicked, it will download the CSV file. You can use a branded subdomain or private domain in this link.

You can also set up a one-time or recurring delivery of the export.

For more information on sharing your export, check out our Share, Email and Schedule an Export Tutorial.

File Type Compatibility

When your export is finished running you will have two options for downloading your export. As the note within the application says, either one will, in most cases, open in Excel on Windows machines or Numbers on Macs. If you have special characters like umlauts or Chinese characters, use the Start Excel export option. There is also a **Refresh Report** that allows for users to update the file with the most recent data that has been collected since the export was created. The Refresh Report button will only function and re-run the export if additional data has been collected since the export was last run.

Note: The option to create an Excel file (XLS) will not be available if your export has more

than 1,000 columns.

What does an export look like?

Now let's talk about the layout of your CSV/Excel file of your exported data. First, you'll see that the rows contain the responses and the columns contain the survey fields.

What fields are included in an export?

The left-most columns (if you didn't opt to remove them) contain the following System Data.

- **Response ID:** Contains the Response ID number.
- **Time Started:** Date and time the respondent first clicked the link (based on the Time Zone and Format specified in Account Settings.
- **Date Submitted:** Date and time the respondent submitted the response (based on the Time Zone and Format specified in Account Settings.
- **Status:** Response status e.g. Complete or Partial.
- **Contact ID:** Email Campaign Contact ID number.
- **Legacy Comments:** Individual Response comments entered prior to May 17, 2012.
- **Comments:** Individual Response comments entered May 17, 2012 or later (or comments entered prior to May 17 for responses that have been edited).
- **Language:** Language version of the survey that the respondent responded to.
- **Referrer:** Contains the URL from which the respondent was referred to the survey (if embedded).
- **Extended Referrer:** Extended referrer records the same data as the referrer field it just allows for more characters in the case that the referrer is quite long.

- **SessionID:** A piece of data that is used in network communications to identify session. This value is unique for each response.
- **User Agent:** Contains information about the respondent's operating system and browser.
- **Extended User Agent:** Extended user agent records the same data as the user agent field it just allows for more characters in the case that the respondent's user agent is quite long.
- **Tags:** Tags added via Individual Responses for categorization.
- **IP Address:** Respondent's IP address.
- **Longitude:** Respondent's longitude.
- **Latitude:** Respondent's latitude.
- **Country:** Respondent's country.
- **City:** Respondent's city.
- **State/Region:** Respondent's state or region.
- **Postal:** Respondent's postal code

The next set of columns will contain your **Email Invitation and Contact Fields** (if you opted to include this data). *Note: Data must have been mapped to these fields within an email campaign in order to display here.*

- **Invite Status:** This is effectively the same as response status. This has possible values of Partial, Complete, and Disqualified.
- **Email:** This is the email address that was either uploaded to an Email Campaign or a Contact List.
- **First Name:** This is the first name that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Last Name:** This is the last name that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Organization Name:** This is the organization that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Division:** This is the division that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Department:** This is the department that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Team:** This is the team that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Group:** This is the group that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Role:** This is the role that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Is Manager:** This is a TRUE or FALSE value that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Phone (Home):** This is the home phone number that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Phone (Fax):** This is the fax phone number that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Phone (Work):** This is the work phone number that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.

- **Address 1:** This is the address that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Suite/Apt:** This is the suite or apt that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **City:** This is the city that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **State/Region:** This is the state/region that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Postal Code:** This is the postal code that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Job Title:** This is the job title that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Website:** This is the website that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Country:** This is the country that was either uploaded to an Email Campaign, SMS Campaign, or a Contact List.
- **Source:** This is how the contact was added to the Email Campaign, SMS Campaign, or Contact List.
- **Invite Custom 1 - 10:** This is the custom data that was uploaded to an Email Campaign or SMS Campaign.
- **Contact List Custom Fields:** This is the custom data that was uploaded to a Contact List.

Next, if you selected the option to **Include Survey Campaign Data**, you have a field in your export called **Link Name**. This is the URL name as defined in your Share tab e.g. "Default Link."

	K	L	M	N	O	P	Q	R	S	T	U
1	Longitude	Latitude	Country	City	Region	Postal	Link Name	First Name:P	Last Name:P	Street Addre	Apt/Suite/Of
2	-105.2647	40.017399	United State	Boulder	CO	80301	Default Link	Jane	Doe	100 Main St	
3	-105.2647	40.017399	United State	Boulder	CO	80301	Default Link	John	Doe	200 Maple St	
4	-105.2647	40.017399	United State	Boulder	CO	80301	Default Link	Jose	Garcia	300 E High St	Totally Awes
5	-105.2647	40.017399	United State	Boulder	CO	80301	Default Link	Bruce	Williams	500 Hyacinth St	
6	-105.2647	40.017399	United State	Boulder	CO	80301	My New Ema	ori		4888 Pearl E	300W
7											

Next, if you selected the option to **Include URL Variables** they will display next in the following format: URL Variable: Variable Name.

Next, if you selected the option to **Include Edit Links** on the Settings tab of your export this column will following URL Variables.

Next, you will see your survey fields. Only Reporting Values will export. Check out the Survey Legend if you are looking for option titles and reporting values in a data-dictionary format.

	AS	AT	AU	AV	AW	AX	AY	AZ	BA	
1	First Name:P	Last Name:P	Street Addre	Apt/Suite/Of	City:Please p	State:Please	Zip:Please pr	Email Addres	Phone Number	Ple
2	Jane	Doe	100 Main St		Anycity	CO	99997	email@aol.c	997-997-9997	
3	John	Doe	200 Maple St		Anytown	OH	99997	email2@aol.	997-997-9997	
4	Jose	Garcia	300 E High St	Totally Awes	Anycity	CO	99997	email3@aol.	997-997-9997	
5	Bruce	Williams	500 Hyacinth St		Anytown	MA	99997	email4@aol.	997-997-9997	
6	bri		4888 Pearl E	300W	Boulder	CO	80301	bri@sgizmo.	997-997-9997	
7										
8										

Finally, if you selected the option to **Include Action Data** this will be the final column in your export.

FAQ

I have a number that contains more than 15 digits and Excel automatically converts it, what can I do?

This is a limitation of Excel. Visit the Excel Documentation for workaround recommendations.

Related Articles